

**ANALYZING THE ABILITY OF TWELFTH GRADE
STUDENTS IN WRITING APPLICATION LETTER AT
SENIOR HIGH SCHOOL NUMBER 11 JAMBI**

THESIS

*Submitted as a Partial Fulfillment of the Requirement for the Degree of Sarjana
Pendidikan (S.Pd) in English Education*



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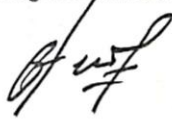
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LETTER OF RATIFICATION

This thesis entitled "Analyzing The Ability of Twelfth Grade of Students in Writing Application Letter at Senior High School Number 11 Jambi" has been defended before the examiners of English Education Study Program, Faculty of Teacher Training and Education, University of Batanghari Jambi, on August 2023.

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DECLARATION

I honestly declare, this research entitled "Analyzing The Ability of Twelfth Grade of Students in Writing Application Letter at Senior High School Number 11 Jambi " is my own work. I am completely aware that I have taken some statements as well as theories from several expert and journals, however they are properly acknowledged in the text.

Jambi, August 2023

The Researcher,



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MOTTO

“No Dream is too High, No Dream should be underestimated. Throw it as high as you want and reach it as you expect”

- Maudy Ayunda



DEDICATION

Frist of all I praise to Allah SWT, for the blessing given to me so I can finish this thesis entitled, “Analyzing The Ability of Twelfth Grade of Students in Writing Application Letter at Senior High School Number 11 Jambi”.

I’m dedicating this thesis for my parents, Effendi.S.E and Nisdiyanti.S,Pt. Thank you so much for all the love, supports, prayers and everything you have given to me, Thank you so much for beliving me.it means a lot for me and I will never forget it. I love you Ma,Pa. you are the best in my whole life.

Secondly, thanks to My Siblings, My sister Meli and Adit who always cheer me and always support a little in the preparation of this thesis what. I love you Both, Then thanks to My Kiddos(my cats) at home, they are my reason to always be cheerful and enthusiastic every day and graduate from university, so I can buy them royal canin regardless of price.

I dedicated this thesis to My Friends, kak Imut, Niken, Syarah, Windi, Dara,Riska, Rimeira,and Nisha Thankyou so much for guiding me a lot, advising, being a friend to confide in and always being patient in explaining things to me. And I want to thank anyone who has given color to my college days so far, Thank you for giving support and good prayers so that I am at the point that I dreamed of.

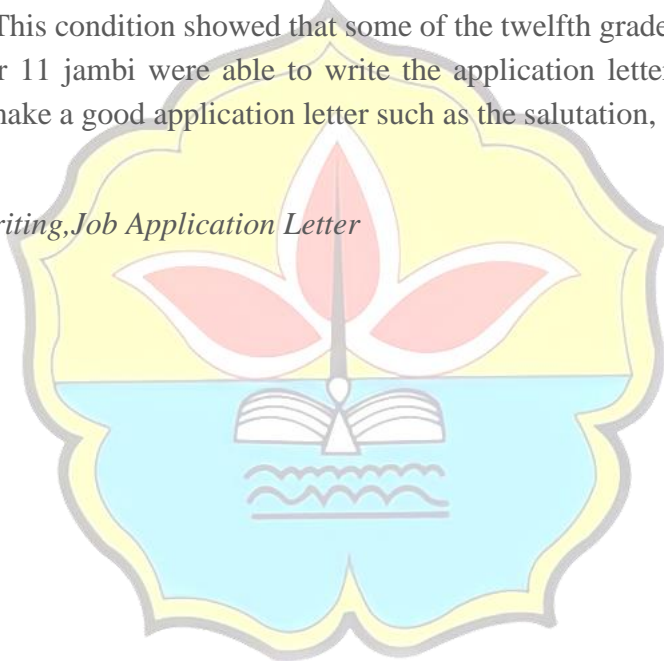
Last but not least, I wanna thank me. I wanna thank me for believing me,I wanna thank me for being this great not to cry every time I type this thesis, I wanna thank me for doing all this hard work, I wanna thank me for having no days off, I wanna thank me for never quitting

ABSTRACT

Fenny. V.U 2023. Analyzing The Ability of Twelfth Grade Students To Write Application Letter At Senior High School Number 11 Jambi, A Thesis English Language Education Program, Faculty Of Teacher Training and Educational Science. University of Batanghari . The First Advisor, Dra. Hj Wennyta M.PD, The Second Advisor Kartika Dewi M.Pd .

The Purpose of the research is to analyse the ability of twelfth grade students' to write application letter at senior high school number 11 jambi. In conducting the research, the researcher used descriptive quantitative. The researcher used quantitative method to analyze the data. It can be seen there are 18 students got excellent score in 80-100, 12 students got good score 66-79, 1 student got fear score in 56-65, 2 students got weak score in 46-55 and no students got poor score in 0-45. This condition showed that some of the twelfth grade of Senior High School number 11 jambi were able to write the application letter. Because they know how to make a good application letter such as the salutation, the content, and closing.

Keywords: *Writing, Job Application Letter*



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Alhamdulillah ,I praises to Allah S.W.T , The Creator of This World, The most Merciful, who has given abundant grace and mercies so that the Researcher can be able to finish this research. Peace and blessings be upon our Prophet Muhammad S.A.W , who has brought us from the dark ages into the light that full of technology as we enjoy today.

Furthermore, the researcher would like to give major thanks to her advisors, Dr.Hj Wennyta M.Pd and Kartika Dewi M.Pd for guiding and helping her to complete this research. The researcher couldn't have done it without both of the advisors.

The researcher would also like to extend her sincere thanks and appreciation to:

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11. And last, Thank you to My boyfriend. Who always ready to assist, always makes researchers happy and laughs. So, that it can reduce the stress level experienced by researcher.

The researcher realizes there are many mistakes and not perfect. Criticism or suggestion of the readers are very welcome for the perfection of this research.

Jambi, August 2023

The researcher

Fenny Vadia Ulfa

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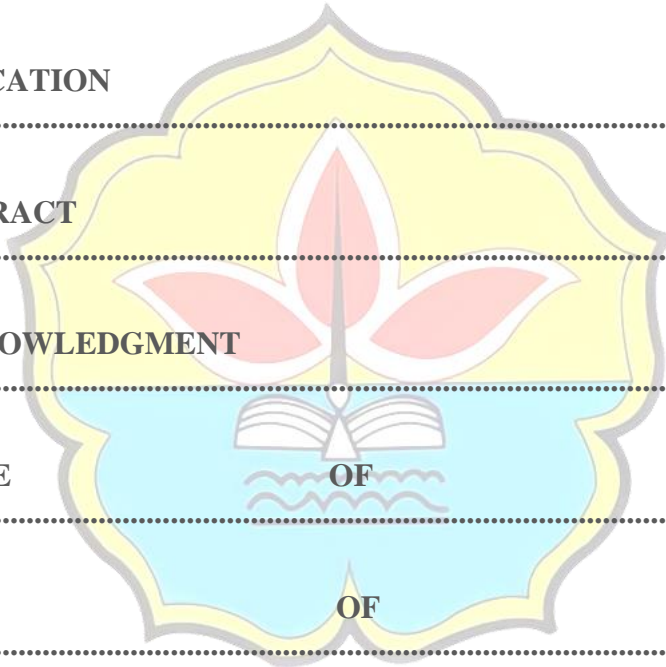
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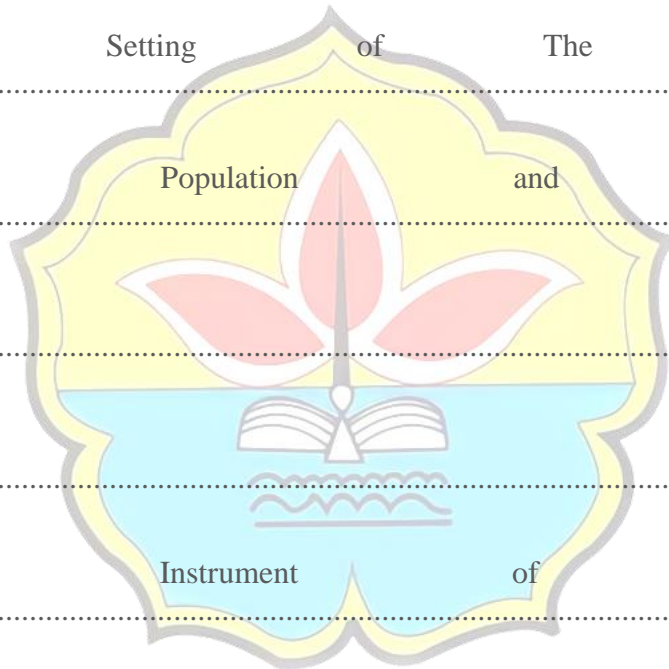
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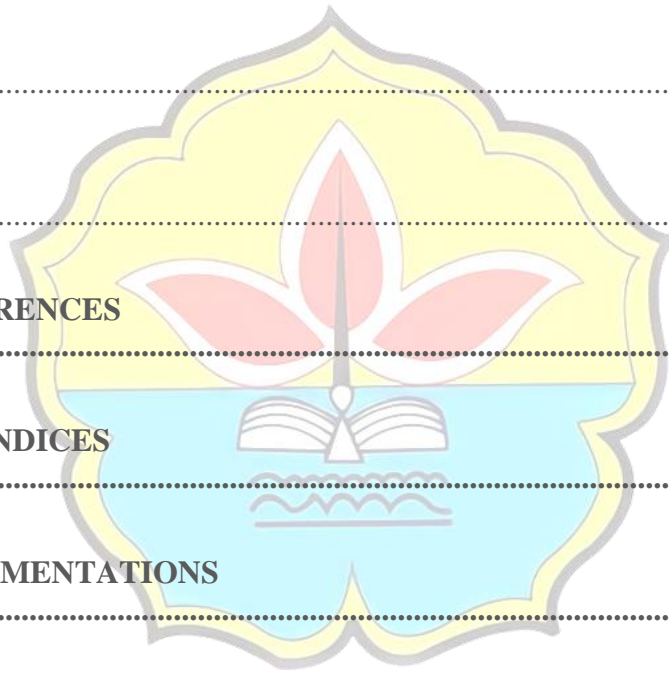
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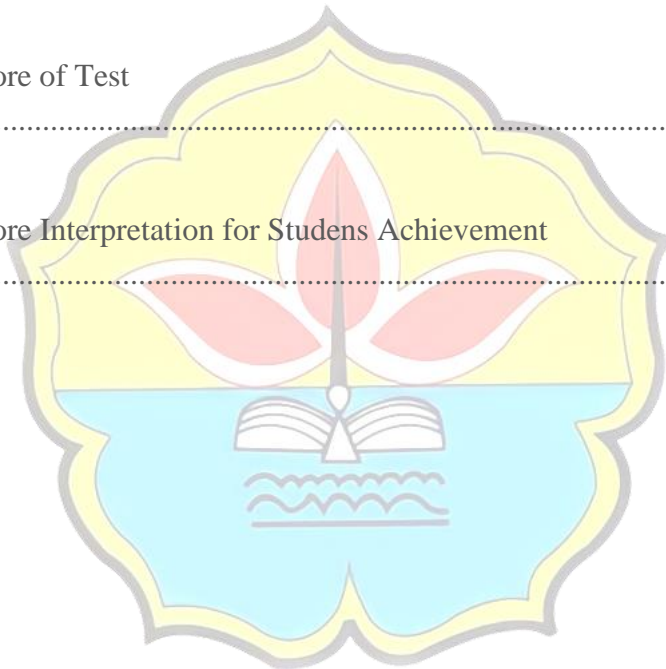
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CHAPTER 1

INTRODUCTION

1.1 Background of The Research

Writing is a medium of human communication that involves of the repetition of language with symbols. Writing system is not themselves human languages, it means of rendering a language into a form that can be reconstructed by other human. Nunan (2003) writing is the metalwork of coming up with ideas, expressing them and organizing them into sentences and paragraphs that the reader can understand. This means that writing is finding ideas and expressing an idea through a song. Writing is a productive skill, so writing is one of the important skills for students to learn English.

According to Walsh (2012) writing is important because it's used extensively in higher education and in the workplace. If students cannot express themselves in writing, they will not be able to communicate well with professors, employers, colleagues, or almost anyone else. Therefore, writing is important because it is a productive skill that can communicate well with other people

Richard (2003) writing is a means of communication when students cannot express speech. Therefore, writing is one of the students' activities where they can release their thoughts and feelings from the written language. There are four basic skills for learning English.

Heaton (1990) states is not only constructing words to become sentences but it is one's ability to master complete components and aspect in writing such as language use grammar, structure, choice of words , style, spelling, punctuation treatment of content and judgement skill. A writing skill that is important to learn in school. Writing is not easy if students do not know about writing, if students want

to create an article, students must know how to write correctly and how to write effectively. Students must have writing skills because this skill is used to write text, sentence and paragraph.

Based on research observation of SMA Negeri 11 Kota Jambi. Most of the difficulties that students face is mastery of the English language in terms of grammar and punctuation. They have difficulty organizing and developing sentences, and some of the students lack vocabulary. Regarding the above issue, the researcher never taught how to write an application letter. The researcher discovered the students' problem when they were given the task of writing a job search statement

Field (2009) application letters was important as the first step to get any job. Applicant used application letter to perform their qualification of profile. That's way applicant had to write an interest and simplify application letter to give the right impression. Widiati et al (2015) explained that application letter was written usually to apply for employment.

Based on the explanations of the experts above, the researcher finds that such English is important for students. When students learn how to write a application letter, they know the rule that after graduating from high school, students have the opportunity to get a job in a company with a cover letter. However, a application letter is one of the business letters that is usually used as a document that is attached when applying for a job offered by a company, either as a closed or open advertisement. It is usually accompanied by a CV, which is a prerequisite for one of the protected positions.

An interesting letter and resume can help a candidate secure a job. A letter of application plays an important role in getting a job. If the cover letter is written with good grammar and a well-formed logo, it is quite possible that the reader will lead the candidate to the next stage of the hiring process. That is why effective writing is perhaps the most demanding task.

From the problem above the researcher is interested in conducting a research entitled “Analyzing The Ability of Twelfth Grade Students’ To Write Application Letter at Senior High School Number 11 Jambi”

1.2 Identification of the problem

Based on the background of the above , students have problems in writing a statement:

they have difficulty organizing and developing a sentence, in addition, the sentence created by students also contains words that are repeated and become ineffective sentences. Other factors such as lack of teacher's role in teaching and motivation to write. It can be seen from students' grades in writing that English is still poor and can be classified as poor.

1.3 Limitation of the problem

Based on the identification problem above, the researcher will limit the scope of this research around the Senior High school Number 11 Jambi, this research only limit on Analyzing The Ability Of Twelfth Grade Students’ To Write Application Letter At Senior High School Number 11 Jambi.

1.4 Formulation of the problem

Based on limitation of the problem above, The question of this research is ”how is the ability of twelfth grade students’ to writing application letter at senior high school number 11 jambi ”?

1.5 Purpose of the research

Purpose of the research is to analyse the ability of twelfth grade students' to write application letter at senior high school number 11 jambi.

1.6 Significance of the research

The researcher expected about this research to give both theoretical and practical benefits as follows :

1. Theoretically

The result of this study should explain the ability of students to write a job letter in school. It is also hoped to improve students' writing skills in everyday life, The result of this research can be used as a reference for teaching a job application letter.

2. Practically

a. For the students, they will easy to find out some information about writing skills related job application letter can improve their writing skills.

b. Overall, this research makes a good contribution to teachers and students of English language. Especially, an English teacher can practice this study to teach students, and this study provides new information about students' ability to write a work letter to analyze of twelfth grade at senior high school number 11 jambi

c. The researcher assumed that the reader can use the results of this study as a reference material for learning English. This research can serve as a guide for further research in writing.

1.7 Definition of Key Terms

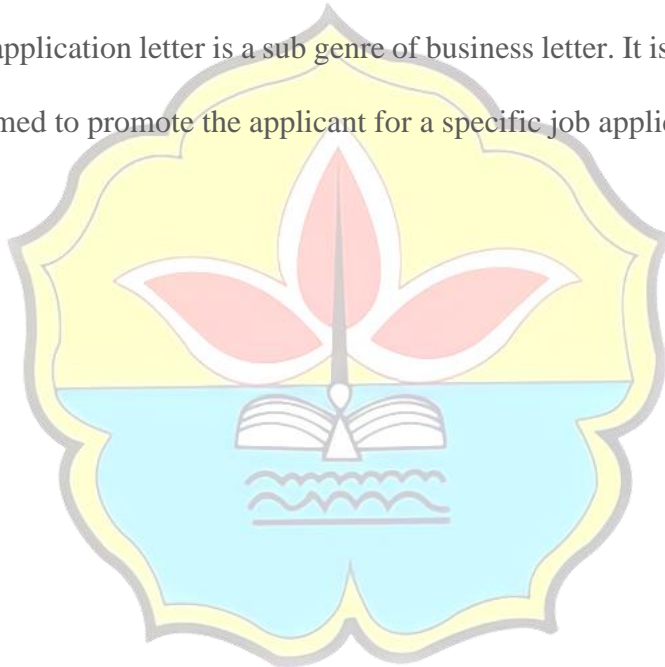
In order to avoid misunderstanding it necessary for the write to clarify some definition of the key term as follow :

1. Writing

Writing is defined as the description of graphic symbols, the description of a language understandable for someone, so that others can read those graphic symbols, they the language and graphic description.

2. Job Application Letter

The job application letter is a sub genre of business letter. It is a formal Letter and is aimed to promote the applicant for a specific job application



CHAPTER II

RIVIEW OF RELATED LITERATURE

2.1 Writing

Writing can be identified as the transmission of messages using written language as a tool or medium. A post is the body or substance of an article. Writing is a complex activity because it requires students to master a wide range of skills such as grammar, vocabulary and punctuation. In addition, in order to write well, students must be able to express their thoughts in writing because writing is a means of communication.

According to A.S. Hornby (1995), writing is written works of an author or person's feeling. 4 The main goals in writing activities are able to write ideas, information in a good logical order, expressing their thought clearly, and improve that they have in mind so that the reader easier to know what they read. Writing correctness depends on social conventions and prejudices as well as on linguistic logic.

Harmer (2004) writing is one of the skills of learning English, writing has always been part of the English language curriculum. Writing was characterized as writing. Students should be encouraged to express their thoughts, experiences, thoughts and feelings through writing. By notes that when we write, we use graphic symbols: that is, combinations of letters associated with the sounds we speak. It is felt when we speak, expressed as a group of letters linked together so that the reader receives the writer's message. To be successful in writing, students must demand more attention to their writing.

Patel (2008) argues that writing is a form of linguistic behavior, drawing is not. It represents the sounds of language through visual symbols. Writing may be very important to one group of students, but much less important to others. Writing is an important part of language learning because it provides an excellent opportunity to improve vocabulary, spelling and sentence patterns. Writing is learned most effectively when the practice of writing corresponds to the practice of other skills. It provides excellent bonding performance.

Hylan (2003) writing well is a major cognitive challenge because it tests memory, language and thinking. Hyland states that writing is seen as an extension of grammar, a way of reinforcing language patterns through habit and testing students' ability to produce well-formed sentences. In addition, writing is a way of sharing personal meaning, and writing courses emphasize one's ability to form one's own opinions about a topic.

Coulmas (2003) argues that writing is secondary and dependent on speech and therefore deserves to be studied only as a tool for speech analysis. Today, literacy has become an invaluable asset in our global literacy community. In fact, many students think that writing a good essay is difficult, even though they spend time trying. It is known that writing is the most difficult skill to learn in English. From the above explanation, it can be concluded that writing is one of the most important things in language, especially in English. Writing is one of the ways of communication, writing is written communication. When writing, it must be taken into account that students cannot write grammar, vocabulary, etc., if they do not master grammar vocabulary, etc. When writing, students should also have an

idea to do something with it, and writing is also. a tool for communication that cannot be expressed but can be written.

Based on the scientist estimations above the researcher concludes that writing is a written works to express one's feeling, ideas and thinking, and organize them into a good statement and paragraph in order to understand by all of the reader easily of what the writer wants to say.

2.1.1 Purpose of writing

According Carol A.Binder and Susan Lopez-Nerney(2002) stated the purpose of writing as follow :

1. To inform

It means writing helps readers to know what they do not know before reading the text. Writing provides information in many forms such as newspapers, articles, books, magazines, etc.

2. To express an opinion.

It means the writing can express what the writer feels or thinks and express their idea or response about something.

3. To convince.

As well as persuasion. The author can use his writing to persuade the reader to discuss the topic. Today, some writers in addition to editors compose their own writings to persuade as many people to inform online articles, newspapers, magazines and books.

4. To argue.

Beside to persuade, writing has also a purpose to argue an issue which is being talked by some people.

5. To entertain

This means that the writing will distract the readers from the next writing. Examples of entertainment text are short stories, novels, entertainment news etc. it gives such refreshment to the mind and imagination and is contained in two types of texts.

2.1.2 Assessment in writing

According to the centre for advancement of learning and teaching of university of Tasmania (2011), it is said “assessment is an essential part of language teaching and learning. It can be said that it is a process of making judgment related to the students’ achievements in their learning in a particular period.” It is included as evaluation activities, writing the rubric, assessing the achievement of the students based on those tasks, providing students with feedback, and specifying grades.

Brown (2004) stated that “assessment is an ongoing process and includes various aspects within.” He mention that there are two types of assessment : formal assessment and informal assessment. Formal assessment is a planned and designed process that is used to see the success of students in their learning. Informal assessment, on the other hand, is a spontaneous response to the students, such as unplanned feedback and suggestion.

A dominant factor affecting the teaching and learning of writing is assessment, it plays an important role, usually used to find out how far students have reached the course objective, to identify student progress in both strengths and weaknesses. and assess students' skills or assess students' skill.

2.1.3 Components in Writing

Jacobs et al (1981) listed out five critical components. These are content, organization, vocabulary, language use and mechanics.

Table 1
Component in Writing

Item Analysis	Score	Criteria of Scoring
Content	20-18	Excellent to very good: Knowledgeable, substantive, through development of thesis, relevant to assigned topic
	17-14	Good to Avarage: some knowledge of subject, adequate range, limited development of thesis, mostly relevant to topic, but lacks detail.
	12-10	Fair to Poor: limited knowledge of subject, little substance, inadequate development of topic.
	9-7	Very poor: does not show knowledge of subject. Non substantive, not pertinent.
Organization	20-18	Excellent to Very Good: Fluent expsression ideas clearly stated.
	17-14	Good to Avarage: showhat choppy loosely organized but main idea stand out.
	13-10	Fair to Poor: Not fluent, ideas confused or disconnected, lack logical sequencing and development
	9-7	Very Poor; Does nor communicative no organization .
Vocabulary	20-18	Excellent to Very good: Sophisticated range, effective word/idiom choice and usage, word from mastery, appropriate register.
	17-14	Good to Avarage: Adequate rage, occasional errors of word/idiom form, choice, usage but meaning not obscured.
	13-10	Fair to Poor: Limites rage frequent errors of word/idiom form, choice, and usage.

	9-7	Very poor: essentially translation little knowledge of English vocabulary idioms and word form.
Language use	20-18	Excellent to very good : effective complex construction, view errors of agreement, tense,number,word order/function,articles,pronouns,prpositions.
	17-14	Good to Avarage: Effective but simple constructions,minor problem in complex,construction,several errors of agreement,articles,pronouns,prposition but meaning seldom obscured.
	13-10	Fair to Poor: major problemin simple/complex construction.frequent errors of negation,agreement,tense number,word,order/function.
	9-7	Very Poor: virtually no mastery of sentence construction rules. Dominated by errors, does not communicate or not enough to evaluate.
Mechanics	20-18	Excellent to very good : demonstrates mastery of conventions,view errors of spelling,punctuation, capitalization, paragraphing.
	17-14	Good to Avarage: occasional errors of spelling,punctuation, capitalization paragraphing but meaning not obscured.
	13-10	Fair to Poor: Frequent errors of spelling, punctuation, capitalization,paragraphing,pure and hand writing meaning confused or obscured.
	9-7	Very Poor: no mastery of conventions, dominates by errors of spelling, punctuation, capitalization,paragraphing and hand writing illegible.
Total	100	

Source: Jacobs et al (1981)

1. Content

Content is a planning, writing, and editing process to make the text is clear and can be understood. In order for the reader to understand what message is conveyed by the author, the substance of the writing needs to be clear. Also, in

content should be well unified and completed in order to provide a good text in writing. This is usually called unity and completeness, which is the product of good writing. A good paragraph needs to have unity, where only one main idea is addressed in each paragraph. If the author is going to bring forward a new idea, then begin with a new paragraph. The supporting sentence in the sentence, then, should directly relate to the main idea. Using content that does not really clearly support the subject sentence is incorrect. In the key definition, completeness has a concept that must be completely described and developed by certain information in the text, it is required that the complete material of the writing is clear and easily understood to readers

2. Organization

The writer reflects on how he chronologically arranges and organizes ideas when compiling the text. From the beginning to the end of the idea, presenting the idea in a chronological order is a must. There are several forms for writing to be structured and coordinated. This organization is also primarily recognized as an order. There is a definition to coherence which sticks together. All ideas are connected to one another in a coherent text. A coherent paragraph is one in which all the thoughts are correctly ordered and the reader is never confused. In the following sentences and paragraphs in an article, writers are required to make efforts.

3. Vocabulary

One aspect of language related to the learning process in writing is vocabulary. In a process of writing text, the writer always thinks of the right way to put the words into sentences creatively and appropriately which then puts the

sentences into paragraphs. Subsequently, with this the text can produce understandable writing. So, with the ability to master various word choices, this can help develop a more varied writing with a writing style that is not monotonous.

4. Language or Grammar

Use of language in writing implicates correct form of the elements of language or grammar. It focuses on verbs, nouns, and agreements. More specialized nouns and stronger verbs provide the reader with a mental picture of the description more vividly. This specific noun can be characterized by using modifiers of adjective, adverbs, and participle forms. There are lots of opportunities for errors in the use of verbs and for very common misconceptions. Having the opportunity to reread and review what the author has written can reduce errors.

5. Mechanics

Mechanics in writing deal with capitalization, punctuation and spelling appropriately. This aspect is very important in terms of directing the reader to understand or recognize what the writer means with certainty. The use of good mechanisms in writing will make it easier for readers to understand the ideas of conveying messages or information that are stated in the writing.

2.1.4 Writing ability

A student's ability is the power a student has to do something. Not everyone always has the ability to write. Sometimes someone has talent and then develops. However, writing skills come from practice. Also, not every student can understand a written text in English. They should improve this ability to understand the text. Students have something in themselves that they can use for something you want and they can improve it. Skill from one knowledge, practice, ability to

do something well. A skill is the ability to learn to accomplish a given outcome. Furthermore, qualifications are more than just knowledge and skills. This includes the ability to respond to complex demands and the use of resources in a given context. Based on the above understanding, it can be concluded that ability is the ability of an individual or the ability to control the ability to perform work tasks or the evaluation of a person's performance. Writing skills can develop students' creative and critical thinking. In addition, these skills support the continuation of studies in universities and employment.

2.2 Application Letter

Application letters, which are frequently interchangeable with cover letters, should take the time to emphasize the qualifications that position the writer for employment in addition to describing the materials that are included in the application. Application letters often start with an introduction that outlines the position being applied for, explains how the required requirements are satisfied, and invites the reader to keep reading to discover more about the applicant's qualifications. The next paragraphs, which serve as the introduction, often list the main justifications for considering the applicant. These paragraphs often showcase relevant professional experience and workplace tasks for more seasoned applicants. For fresh graduates and applicants with less experience, this paragraph should highlight academic accomplishments like classes taken.

2.2.1 Style of Application Letter

There are three format styles used in business letter, they are fully block, blocked and semi blocked style. In fully blocked style all letter parts begin at the left margin, except for the printed letterhead: the body of the letter is not indented, and double spacing is used to separate the paragraph. While blocked style, like fully blocked, all letter parts begin at the left margin, except the dateline, complimentary closing, company signature with the write's name are placed up to the right hand margin. The next style is semi-blocked, the date complimentary close and signature with the writer name are set to the right-hand margin, and the body is indented for each paragraph. Open punctuation is often used; this reduces typing time as there is no need for any unnecessary full stops and commas. Wichever layout, enclosure usually appears below the signature element

flushes with the left margin. it is important to know that whichever format you adopt, you have to be consistent, do not mix styles.

2.2.2 Part of application letter

There is a format in writing a business application letter. According to George and Julia, the correct form as follow:

a. Heading

A business letter's heading or return address should include the same information as a personal letter would: the street, city, state, zip code, country, and date. The block form is typically employed. After the city's name and the day of the month, a comma should be used.

b. Inside address

The name of the organization or business to whom the letter is addressed appears as the inside address. The street address, city, state, zip code, and country are all included. The address is the same as what is written on the envelope. The letter must contain all necessary information because envelopes are not preserved in the business file.

c. Salutation

The greeting part of a business letter is more formal than that of a personal letter. The salutation is followed by a colon. These are suitable salutations:

Dear Madam:

Dear Sir:

Dear Sir/Madam:

Dear Mrs. Itgen:

Dear Mr. Modian:

Dear Ms. Wartsky:

Dear Sir/Madam is frequently used when a sender is writing to a business but does not know the name of a specific individual to whom to address the letter. In these circumstances, there is an increasing propensity to eliminate the salutation entirely and to start the letter right after the inner address.

d. Body

Entrepreneurship is discussed in the body of the business letter. It should be short, well expressed and easy to read. The importance of brevity and directness cannot be overstated. Business offices receive a

large number of emails every day. If all of them are dealt with quickly, no time can be wasted. Business letters must therefore be concise and to the point.

e. Closing

The closing of a business letter is similar to that of a personal letter. The first word is capitalized. Here are . The closing is followed by a comma some useful closing expressions:

Sincerely,

Sincerely yours,

Very truly yours,

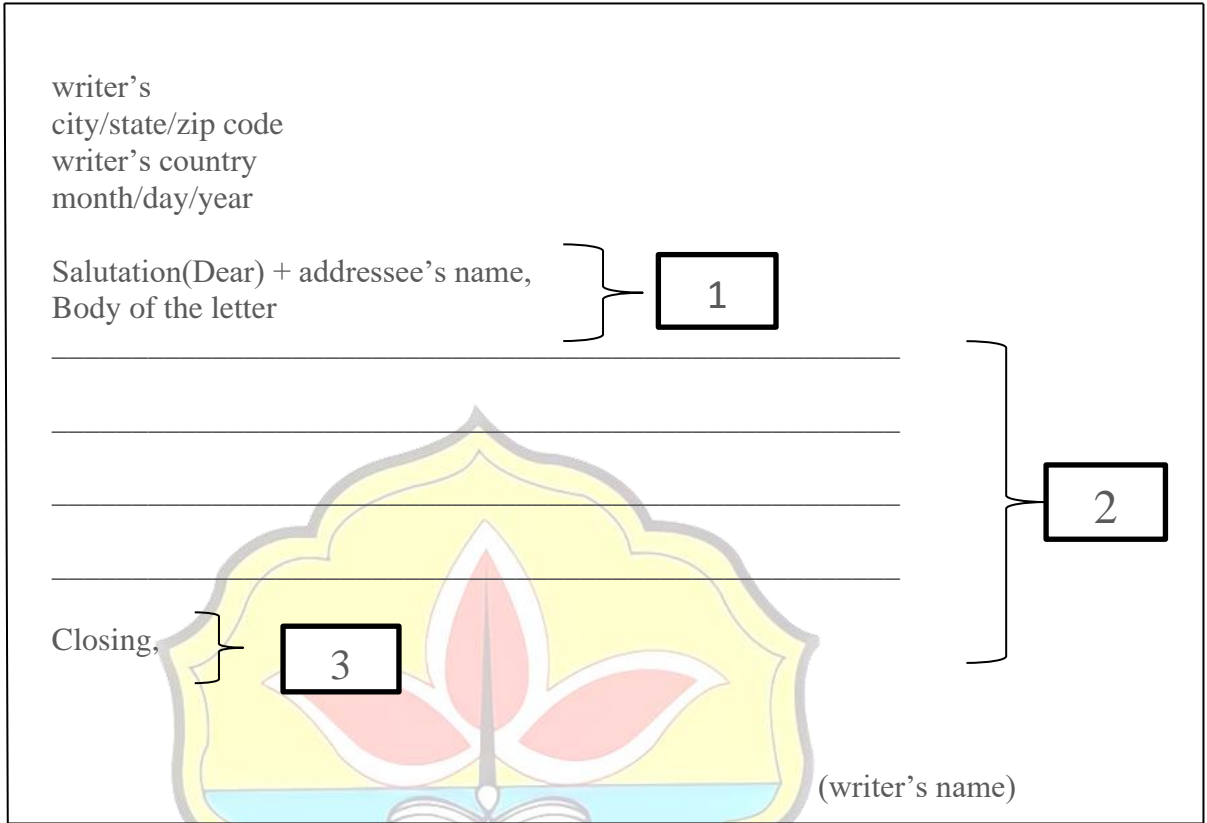
Yours truly,

f. Signature

The sender's name should be typed exactly as it will appear on the return letter from the business. If the sender prefers to be addressed by a title, such as "M.D.," "Ph.D.," "Mrs.," "Miss," or "Ms.," that title should be written after the name, typically in parenthesis.

According to Anna Maria Malkoc for models letter in the book Letter Writing in English for Social and Business Letter are as following

Example of general format of application letters:



Notes:

1) Salutation

Write the sender's name exactly as it will appear on the company's return letter. The sender's preferred title, such as "M.D.," "Ph.D.," "Mrs.," "Miss," or "Ms.," should be written following the recipient's name, usually in parentheses. John A. Carey found that a business letter contains several different elements, some of which are required and others of which are not. The elements of a business letter are the letterhead or header, the date, the file number (optional), the confidential (option), the inside address, the attention line, the salutation, the subject line, the body of the letter, the

complimentary close, the signature, the supplementary information (optional), the postscript, and the shipping instructions.

2) Body of the letter,

The body of the letter can also start exactly on the left margin, underneath the salutation, or it can be indented five spaces to the right, which is the standard English signal for a new paragraph. You should leave additional space between paragraphs if you don't want to indent each subsequent paragraph.

3) Closing signature

The closing and signature at the end of letter are usually spaced from the right margin and aligned under the address and date that appear in the upper right-hand corner

2.3 Previous studies

In the first place, a study titled "An Analysis of Students' Error in Writing Application Letter at XII Grade in SMK 1 Ranah Batahan" was conducted by Anisa Silvia, Arif Miboy, Meylanmelani, and Veni Roza. The goal of this study was to determine how often SMAN 1 Ranah Batahan students made mistakes when drafting their application letters. It is clear from the findings and analysis above that the researcher discovered several errors in application letter writing. The percentage of mistakes committed by the pupils was 41% for misformation, 34% for omission, 18% for addition, and 7% for misordering. As a result, the students' biggest mistake was an omission error, in which they neglected to provide a particular detail or use the correct spelling when composing their application letter. Misformation error

came next, followed by addition error, misordering error, and misinformation error. It was obvious that one of the worst mistakes the children had made was writing their names incorrectly. The researcher makes the following recommendations to the English teacher: According to the findings, ordering incorrectly was the biggest mistake. According to the researcher, teachers should devise strategies or ways to prevent writing-related issues. Since it is crucial for them to apply for jobs, it is advised that the students learn more about how to create a strong application letter. Due to English's status as a global language, application letters must be written in English. For the following scientist It is advised that future researchers employ a different method and approach in order to provide better findings while conducting study on application letters or writing errors.

The difference between the previous study and this research is that the prior study attempted to classify the common mistakes students made when writing application letters, whereas this research focused on examining students' writing skills.

Second, a research was done by Rika Arista, Dewi Yana, and Sri Sugiharti conducted a study with the working title "Error Analysis of Students' Sentence Structure in Writing Application Letter." The purpose of this study was to identify the most common errors made by students submitting application letters in the 12th grade at SMKN 5 Batam during the academic year 2015–2016. The study of errors made when learning a foreign language was crucial in assisting the teacher in taking prompt action to prevent errors from happening again. Only the classification of sentence element and application letter format errors were considered in this study. This study was done in April 2016 and used 50 students in

the twelfth grade as the sample. Written test data were gathered, then descriptive analysis was used to pinpoint the students' errors. There were 1188 mistakes in the application letter's format and language construction, according to the research that was presented. 535 omission errors made up 45.03% of the total, 167 addition errors made up 14.06%, 428 selection errors made up 36.03%, and 58 ordering errors made up 4.88%. The adverbial and adverbial complement elements of the simple sentence contained 85 errors of omission, which contributed to the dominating sentence structure error of 7.15%. A lot of error in the element of the sentence structure in writing application letter caused by the omission, selection, and addition of some letter in the element. The error also caused by the application of the capital letter, punctuation, and conjunction while the error of ordering was due to the sequence of the element in the sentence structure was incorrect placed. Based on the finding of the research, the researcher suggested that the teacher should pay more attention in the writing subject learning and correct the error directly to avoid the re-occurrence of the error, while for the school should facilitate the overall English teaching

The Difference between the previous research and this research is this previous research t. The research was conducted in April 2016 and was held on twelfth grade with the number of sample was 50 students. Data was collected by the written test and analyzed by descriptive method to describe the students' error and in this research wa conducted in 2023 and the sample was 36 students

The third, a research was done by Ei Mon Swe and Khin Mar Kyu, International Conference on Engineering Education and Innovation, November 7-8, 2019, Myanmar. With entitled "A Task-Based Lesson Plan for Teaching Writing

Application Letter to Undergraduate Students This paper has given EFL teachers suggestions on how to educate undergraduate students how to write letters of application using TBLT and a sample TBLT lesson plan. By attempting to teach the letter of application using the TBLT lesson plan, the students can advance their current linguistic proficiency and produce their own letters of application to apply for the internship, courses, and potential jobs that they want. Additionally, because some lesson plans have restrictions, it will be important to conduct additional research to help EFL teachers find alternatives to the best strategy for achieving the students' learning objectives. Finally, it is hoped that this essay will be useful for EFL teachers who constantly look for an innovative method for the developments of teaching learning environment partially.

Based on previous studies about An Analysis of Students' Error in Writing Application Letter at XII Grade in SMK 1 Ranah Batahan, Error Analysis Of Students' Sentence Structure in Writing Applicatin Letter, and A Task-Based Lesson Plan for Teaching Writing Application Letter to Undergraduate Students. The reseachers found that the similarities about problem in making a job application letter then the researcher will look again the capabilities of them.

BAB III

RESEARCH METHODOLOGY

3.1 Research Design

In conducting the research, the researcher used descriptive quantitative. The researcher used quantitative method to analyze the data, This research aimed to describe the kind of the ability that made by the student in writing application letter. This study was descriptive research. It was intended to find out the students' skill by writing an application letter. Best (2005) said that descriptive research describes the situation or thing that exists at the same time as the study. It means that this research did not tend to find a new theory but only verify and describe the existing one.

By implementing the quantitative approach, it attempted to find out the students' mastery in writing an application letter to improve their writing skills. In this research, the data could be collected by using a test. The test was a piece of a job vacancy that will be analyzed by the student and also the students should write an application letter based on the job vacancy.

3.2 Setting of The Research

This setting of the research takes place in Senior High School Number 11 Jambi as place of the research because the researcher has been practiced teaching two month in there eve though there was face to face on teaching and the school and pamong was close with the researcher.

3.3 Population and Sample

Population and sample is an important part of the research. The two terms actually have different meanings, but both are used to represent the objective of the

research. In addition, the population and sample are actually related to each other, because the sample is basically part of the population.

3.3.1 Populations

Population is a generalization area consisting of objects or subjects that have certain qualities and characteristics determined by researchers to be studied and then draw conclusions .it means population very important in this research. The Researcher take the population of Senior High School Number 11 Jambi which the total of students of XII MIPA is 140 students

Table 2.
Population Of The Research.

Classes	Number of Students
XII MIPA 1	33
XII MIPA 2	34
XII MIPA 3	36
XII MIPA 4	34
TOTAL	138

Source : tata usaha Senior High school Number 11 jambi

3.3.2 Sample

In this research, The researcher was use random sampling. Ary (2010) States that random sampling is a simple selected by a chance procedure so that every member of the population has no equal probability of being selected. In this research, the researcher took the data in 4 classes it is XII MIPA 1-4. The process off to take the sample are the researcher write the name of the class XII MIPA 1-4 in a little paper. Then, the researcher collect in the hands and shake in bottle. The last, The researcher find the sample are XII MIPA 1 comes out of the bottle.

Table 3.
Sample of the research

Class	Number of Students
-------	--------------------

3.4 Instrument of The Research

Instrument of the research is writing test. The test was given to the students in writing application letter in finding the job. The researcher give the test to students in writing application letter to finding the job.

3.4.1 Written test

The written test in this study was given to the students in the form of essay. For this test, the researcher was give instruction to the students about writing application letter to finding the job. Then, the researcher give 120 minutes for students to do a written tst to write application letter in finding the job and it was controlled directly by the researcher. After the test was give, the researcher was check and give score to the students suitable to their works.

3.5 Technique of collecting Data

Data collection methods are techniques or methods used by researchers to collect data. Data collection is carried out to obtain the information needed in order to achieve research objectives. Meanwhile the data collection instrument is a tool used to collect data.

3.5.1 Writing Test

The researcher gave the writing test to the twelve grade (XII MIPA 1) Students of Senior High School Number 11 Jambi to get the data. The writing test is given to see students' ability in writing job application letter. To collecting the

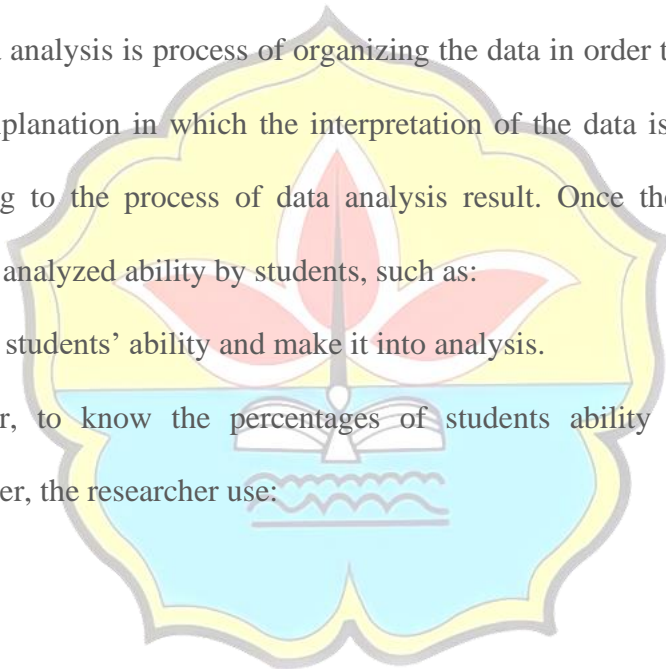
data, The researcher give writing test in the class. Its was done to see students' understanding how to worte a job application letter. The materials of job application letter were given the students to write a job application letter in the paper. The procedures for doing this test, the researcher done it once by asking students to write down a job application letter. The students had 120 minutes for the test. In this part, the researcher see how the students put the correct word. Finally, the students were given their works. The students' scores in writing test were collected to be analyzed.

3.6 Technique of data analysis

Data analysis is process of organizing the data in order to put pattern in the form of explanation in which the interpretation of the data is the process of giving meaning to the process of data analysis result. Once the students data collected, then analyzed ability by students, such as:

1. Describe students' ability and make it into analysis.

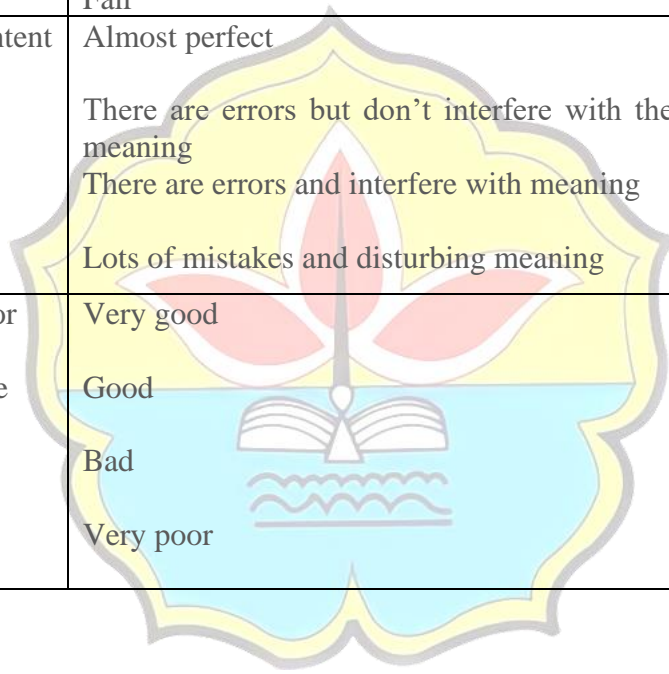
Moreover, to know the percentages of students ability in writing job application letter, the researcher use:



**Table 4.
Rubric Score**

Aspect	Indicator	Score
The Heading	Almost perfect .	4
	There are errors but don't interfere with the meaning .	3
	There are errors and interfere with meaning.	2
	Lots of mistakes and disturbing meaning.	

		1
The Inside Address	Almost perfect	4
	There are errors but don't interfere with the meaning	3
	There are errors and interfere with meaning	2
	Lots of mistakes and disturbing meaning	1
The salutation	Very good	4
	Good	3
	Bad	2
	Fair	1
Body of content	Almost perfect	4
	There are errors but don't interfere with the meaning	3
	There are errors and interfere with meaning	2
	Lots of mistakes and disturbing meaning	1
Closing or signature	Very good	4
	Good	3
	Bad	2
	Very poor	1



CHAPTER IV

FINDINGS AND DISCUSSION

The Research was answered the question : “how was the ability of twelfth grade students’ in writing application letter at senior high school number 11 jambi

academic year 2022/2023?” to answer this question, the researcher was conducted the research at the twelfth grade at senior high school number 11 jambi. The students consisted of 33. In this research, the researcher used random sampling to take the sample. Then, the research described that students’ ability in writing application letter at twelfth grade at senior high school number 11 jambi.

4.1 Findings

Based on the bellow table, the researcher finds the students' ability to write job applications. There were 18 students with excellent grades, 12 students with good grades, 1 student with fair and 2 students with weak grades

Table 5.
Score of Test

No	Students' Initial	Score	Category
1	AP	70	Good
2	AST	70	Good
3	ASBP	70	Good
4	BA	75	Good
5	DDH	80	Excellent
6	DS	80	Excellent
7	EAP	85	Excellent
8	FD	55	Weak
9	GH	75	Good
10	HAR	70	Good
11	INH	55	Weak
12	JS	60	Fair
13	JEBR	75	Good
14	JDP	70	Good
15	LP	90	Excellent
16	MAFA	95	Excellent
17	MRF	90	Excellent
18	MD	95	Excellent
19	MRAH	100	Excellent
20	NZR	85	Excellent
21	NDS	75	Good
22	N	85	Excellent
23	NAP	80	Excellent
24	NIR	70	Good

25	RA	70	Good
26	RHP	70	Good
27	RD	80	Excellent
28	RHS	90	Excellent
29	RZ	85	Excellent
30	RAS	85	Excellent
31	STB	90	Excellent
32	SM	85	Excellent
33	TA	85	Excellent

. The result of the above percentage shows that the researcher found that some twelfth graders of jambi high school were able to write a good application letter to find a job based on grades

Table 6.
Score Interpretation for Sudents Achievement

Score	Category	Frequency	Percentage
80-100	Excellent	18	54,5 %
66-79	Good	12	36,3 %
56-65	Fair	1	3,0 %
46-55	Weak	2	6,2 %
0-45	Poor	-	0 %
Total		33	100%

It can be seen that 18 students get high scores from 80-100, 12 students get good scores from 66-79, 1 students score from 56-65, 2 student get weak scores from 46-55 and no There are students with poor grades. in 0-45

4.1.1 Analysis of students Score

In the previous explanation of application letter, there are five categories that students must create and understand in order to write a application letter.

This is a good and correct writing test done by one of the students:

Larasati Putri
Kota baru street No.65, Jambi
Indonesia
Semptember,29,2020

Dear,Head of Yamaha
Jendral Gatot Subroto Street No.6
Jambi

I am writing in response the advertisement posted an instagram for freshgraduated or skilled person on the position staff counter/ forontliner. I am recent graduate from senior high school number 11 jambi city, sicence majority. Although I was in science majority before, I would say that I've had good communication skills and I am very excited about the idea of working as a staff counter/frontliner on your company I am confident in my ability , I can use Ms. Office (word,excel,power point) as well. Iam really matched to your job qualification, as I am very sociable person that likes to fit with other person. My background career goals seems to your job requirements. I know I can perform the jjob effectively. Should you need my general requirements files, it was enclosed after this letter.

Sincerely

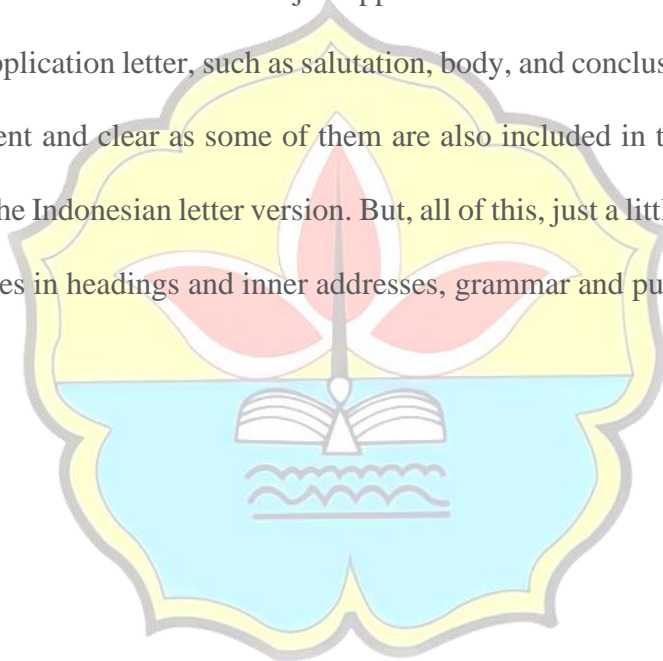
Based on the above letter, students make appropriate and clear content. It describes how students know the job. The qualifications of the job and the student can clearly explain why she herself was accepted into the position. And the last one on the fence or additional fence. Some students did not put praise near their letter. Free closing is a cordial greeting in a letter. When the researcher verified the study, some students did not enter the signature and the name at the end of the signature

They are correct complimentary close/ closing:

- Sincerely

- Your Truly
- Respectfully
- With Gratitude
- Best Regards

It is concluded that the ability of students to write job applications helps them find jobs. This condition indicates that some twelfth grade jambi of high school number 11 were able to write job applications. Because they know how to write a good application letter, such as salutation, body, and conclusion. Make them almost consistent and clear as some of them are also included in the CV input, as the CV is just the Indonesian letter version. But, all of this, just a little bit of students making mistakes in headings and inner addresses, grammar and punctuation.



4.2 Discussion

From the above results, the researcher finds that the students' ability to write job applications is quite good to writing Application letter, writing is important because it's used extensively in higher education and in the workplace.

If students cannot express themselves in writing, they will not be able to communicate well with professors, employers, colleagues, or almost anyone else.

In this section, the researcher wants to discuss about the findings of the research. Instrument of the research is writing test, the researcher was give instruction to 33 students in the class about writing application letter to finding a job. Then the researcher give 120 minutes for students to do a written test to write application letter and it was controlled directly by the researcher.

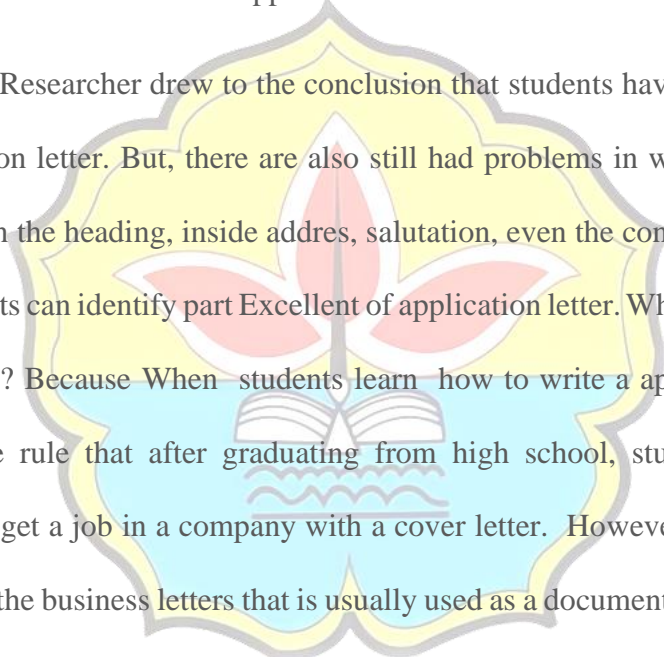
To get students ability result, researcher used a rubric score containing 5 aspects for assessing the written test. Namely, the heading ('score' 4,3,2,1), the inside address ('score' 4,3,2,1), the salutation ('score' 4,3,2,1), body of content ('score' 4,3,2,1) and closing or signature ('score' 4,3,2,1). The result of the writing test has a total of score 519. The highest score for the writing test was 80-100 with category (Excellent), Frequency students 18 and percentage 54,5%. And the lowest score was 55 with category (weak), frequency students 2 and percentage 6,2%. From the result has been obtained.

Researcher found several students did not follow instruction when writing. Especially for student in category fair and weak. They made a mistake in the heading, inside address and salutation of the application letter. The students write the address in the application letter in English used "jalan or Jl" which is completely wrong as it is only used in the application letter Indonesian version. In the heading Some students also do not understand how important it is to write the applicant's name, because how can the recipient know his or her name, the sender if the applicant does not write his/her name. students still don't understand where

the date is, not even date it there they think the letter without the date might be legit but that's wrong.

In the salutation, they did not specify the location of someone or someone receiving this letter. The students wrote “Dear Yamaha”. “Focus on human resources”, “Hand of Yamaha”. Most students do not use the formal greeting “Dear Sir, Dear Mrs., Dear Mrs., or Dear Mr., Dear Mrs. if the recipient is known to be a woman or Dear HRD, the person holding that position. Similar to salutation at the end students hurt at the end / end appreciative.

The Researcher drew to the conclusion that students have understood to write application letter. But, there are also still had problems in write application letter such as in the heading, inside address, salutation, even the content. Besides of that, the students can identify part Excellent of application letter. Why this research very important? Because When students learn how to write a application letter, they know the rule that after graduating from high school, students have the opportunity to get a job in a company with a cover letter. However, a application letter is one of the business letters that is usually used as a document that is attached when applying for a job offered by a company, either as a closed or open advertisement. It is usually accompanied by a Application letter for finding job, CV, which is a prerequisite for one of the protected position.



CHAPTER V

CONCLUSION AND SUGGESTION

5.1 Conclusion

Based on these data, research analysis can draw conclusions. The test results show that the 12th graders of Jambi High School's job application writing ability are very good. After the researcher calculates his work, the researcher finds that there are 18 students in the Excellent category and the percentage is 54,5%, students with the Good grade with the percentage is 36,3%. and 2 students with weak grades. And finally

1. The researcher calculates the overall score and takes the average score based on the average score of the students on the test. This condition suggests that some twelfth grade jambi of high school number 11 can write a job application.
2. The researcher found that the difficulties faced by students were partly related to the fact that when writing a job application, they misspelled the title and the address inside. In the previous part of the content, the difficulty of the students was that when writing the body or the body of the article, they put their CV in the paragraph, it was wrong because the job application in the English version was different from the application form in Indonesia.

5.2 Suggestion

Based on the results of data analysis, the author makes some recommendations as follows:

1. Ask students to master how to write a job application including letterhead, inner address and body of the letter.
2. Schools should help students learn English and prepare for school
3. Teachers must guide or explain to students when learning how to write a job application.



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APPENDIX 1

Test of Application Letter

Name :

Grade :

Make your Application Letter to find the job below according to your abilities :



APPENDIX 2

The Result of Students Score Based on Five Criteria

No	Initial of The Students	The Heading	The Inside Address	The Salutation	Body Content	Closing	Score
1	AP	2	1	4	3	4	14

2	AST	1	3	4	3	3	14
3	ASBP	2	2	4	2	4	14
4	BA	2	2	4	4	3	15
5	DDH	2	4	4	4	4	16
6	DS	2	3	4	3	4	16
7	EAP	2	4	4	3	4	17
8	FD	1	2	3	3	2	11
9	GH	2	3	3	3	4	15
10	HAR	2	3	4	3	2	14
11	INH	1	2	3	3	2	11
12	JS	2	2	3	3	2	12
13	JEBR	2	3	3	4	3	15
14	JDP	2	2	3	4	3	14
15	LP	4	3	3	4	4	18
16	MAFA	4	3	4	4	4	19
17	MRF	4	2	4	4	4	18
18	MD	3	4	4	4	4	19
19	MRAH	4	4	4	4	4	20
20	NZR	2	4	4	4	3	17
21	NDS	2	3	4	3	3	15
22	N	4	3	4	3	3	17
23	NAP	4	3	3	3	3	16
24	NIR	2	3	3	3	3	14
25	RA	2	3	3	3	3	14
26	RHP	2	3	3	3	3	14
27	RD	2	3	4	4	3	16
28	RHS	3	4	4	4	3	18
29	RZ	3	4	3	4	3	17
30	RAS	3	4	3	4	3	17
31	STB	4	4	3	4	3	18
32	SM	4	3	3	4	3	17
33	TA	4	3	3	4	3	17

According to able above the researcher found the score of the students in writing application letter used formula proposed by Arikunto (2006:235)

$$P \frac{F}{N} x 100\%$$

Note :

- P : Percentage of students
- F : Frequency of students
- N : The number of students



APPENDIX 3

Score of Test

No	Students' Initial	Score	Category
1	AP	70	Good
2	AST	70	Good
3	ASBP	70	Good

4	BA	75	Good
5	DDH	80	Excellent
6	DS	80	Excellent
7	EAP	85	Excellent
8	FD	55	Weak
9	GH	75	Good
10	HAR	70	Good
11	INH	55	Weak
12	JS	60	Fair
13	JEBR	75	Good
14	JDP	70	Good
15	LP	90	Excellent
16	MAFA	95	Excellent
17	MRF	90	Excellent
18	MD	95	Excellent
19	MRAH	100	Excellent
20	NZR	85	Excellent
21	NDS	75	Good
22	N	85	Excellent
23	NAP	80	Excellent
24	NIR	70	Good
25	RA	70	Good
26	RHP	70	Good
27	RD	80	Excellent
28	RHS	90	Excellent
29	RZ	85	Excellent
30	RAS	85	Excellent
31	STB	90	Excellent
32	SM	85	Excellent
33	TA	85	Excellent

APPENDIX 4

APPENDIX 1

Test of Application Letter

Name : Idha Nur Hayati

Grade : XII MIPA 1

Make your Application Letter to find the job below according to your abilities :

Job application letter for position as Police

Idha Nur Hayati

Perumahan Permata Simpang Rimbo, 36129

APRIL 11 2025

INDONESIA

Mr. Joedis Indrayana.

I want to work here because I feel that I have the ability to become a police officer. The ability that I have is that I am capable of martial arts, especially karate, I have strong physical endurance, I am a strict and disciplined person, because I have the ability and talent that can be useful in this job.

Thank you for consideration, I hope my skills match the position you are looking for.

My cell phone is 081269533559 and my email is idhanurhayati39@gmail.com

I look forward to hearing from you so we can arrange an interview

Sincerely



Idha Nur Hayati

APPENDIX 1

Test of Application Letter

Name : Laura aisha parahita

Grade : 12 mipa 1

Make your Application Letter to find the job below according to your abilities :

Job application letter for the position of flight attendant

Laura aisha Parahita

Perumahan Villa Kenali, lorong manggis RT 12 kel Bagan pete,
kota baru, Jambi

12 May 2023
Indonesia

Mr/ms Winda

Rose street number 14 rt 21, bagan pete sub - district, alam barajo district, jambi
Kode pos 12345
mawarmelat12@gmail.com

Dear sir/ms Winda

I want to work here because I think I fit this job, I can also speak English and swim, my last education is Bachelor of Accounting at the University of Indonesia, I have to be accepted because I feel my criteria are very suitable for this job.

Thank you for your consideration, I hope my abilities match the position sought.

My cell phone is 0852 4426 1971 and my email is Laura11@gmail.com
I look forward to hearing from you so we can arrange an interview.

Sincerely

(Laura)

APPENDIX 1

Test of Application Letter

Name : Rizqi Anum Subhani

Grade : 12 MIPA 1

Make your Application Letter to find the job below according to your abilities :

Job application Letter for position as

Name : Rizqi Anum Subhani

Address and home zip code : Soosan anwar bay Street Rt 37

Month, date, years : September, 07, 2023

Country : Indonesia

Mr / ~~ms~~ : Yubo New-York

work place address : Jl. Gunung Sahaya No. 2, Jakarta Utara

Postal code : 9991

Email : mar.fira.mil.id

Dear Sir / ms

I want to work here because I want to be in the navy. I have talent in body shape, my last education is S2

Thank You for consideration, I hope my skills match the position sought

My cell phone is 0888 5913 1288 & my email is

I look forward to hearing from you so we can arrange an interview

Sincerely

Rizqi

APPENDIX 1

Test of Application Letter

Name : Radhiyatul Aulia

Grade : 12 IPA 1

Make your Application Letter to find the job below according to your abilities :

Job application letter for Position as Manager

Name : Radhiyatul Aulia

Home address & zip code : Housing bougenville block EA No.12b | 36129

Date of birth : 20 September 2004

Country : Indonesia

~~~~~ " ~~~~~"

Ms : kim Bo-kyung ( 김보경 )

Place of work address : Hapjeong Street In mapo District , Seoul , South Korea | 1340

Gmail address : janedoe@ygfamily.com

Dear ms. kim Bo-kyung

I want to work here because of my desire to join the music industry, besides that the skills I have are really needed for this job, which is based on my best education, namely a management graduate at the university of Indonesia. The company should be willing to accept me because of my good experience at work and ability to manage finances or a good schedule.

Thank you for consideration, I hope my abilities match the position sought.

My cell phone is 08347099300 and my email is radhiyatulaulia99@gmail.com  
I look forward to hearing from you so we can arrange an interview

(Radhiyatul Aulia)



PEMERINTAH PROVINSI JAMBI  
DINAS PENDIDIKAN  
SEKOLAH MENENGAH ATAS NEGERI 11 KOTA JAMBI  
TERAKREDITASI A



Jl. Sersan Anwar Bay Kel. Simpang Rimbo Kec. Alam Barajo Kode Pos 36129 ☎(0741) 583044  
Website : [www.sman11kotajambi.sch.id](http://www.sman11kotajambi.sch.id) E-mail : [sman11\\_jambi@yahoo.co.id](mailto:sman11_jambi@yahoo.co.id)  
NSS : 301 1000 07 009 NPSN : 10504587

**SURAT KETERANGAN**  
Nomor : 420/513 /SMAN.11/V/TAS-2023

Yang bertanda tangan di bawah ini :

Nama : **Dr. Alasan Poltak Parulian Sitorus, M. Pd**  
Jabatan : Kepala SMA Negeri 11 Kota Jambi

Dengan ini menerangkan bahwa :

Nama : **Fenny Vadia Ulfa**  
NIM : 1900888203003  
Program Studi : Pendidikan Bahasa Inggris

Telah melaksanakan Penelitian sebagai Tugas Akhir di SMA Negeri 11 Kota Jambi. Dengan judul :

**“ ANALYZING THE ABILITY OF TWELFTH GRADE STUDENTS' IN WRITING APPLICATION LETTER AT SENIOR HIGH SCHOOL NUMBER 11 JAMBI ”.**

Demikian surat keterangan ini kami berikan untuk dipergunakan sebagaimana mestinya.



Jambi, 10 Mei 2023  
Kepala Sekolah,

**Dr. Alasan Poltak Parulian Sitorus, M. Pd**  
Pejabat Tk. 1 / IV b  
NIP. 19661201 199303 1 005

**DOKUMENTASI**







